NOTICE OF PRESENTATION IN FAMILY

PRACTICE DIVISION (ROOM 3.21)

(section 411 *C.C.P.*)

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# PROVISIONAL ROLL CALL BY CONFERENCE CALL

**TAKE NOTICE** that a provisional roll call by conference call will be held **on**       **20**      **at 1:00 pm.**

On this call, if the case is in order, you will be able to reserve your hearing date for trial and you must advise the Special Clerk of the time required for the presentation of applications to be heard by a judge the following day, in accordance with the Directives of the Associate Chief Judge of the Court.

For all submissions of applications to be heard by a judge on the following day, the annotated role indicating the precise time and modalities (in court, by videoconference or by telephone conference) will be posted on the Superior Court website as of 4:30 p.m. on the day the provisional roll is called ([***https://coursuperieureduquebec.ca/en/roles-de-la-cour/roles-annotes***](https://coursuperieureduquebec.ca/en/roles-de-la-cour/roles-annotes)).

To attend the provisional roll call, you must dial the following telephone number: **581-319-2194** or **1-833-450-1741** and join the conference call by dialling **800086996#**, five (5) minutes prior to the scheduled conference call time. It will be presided by the Special Clerk of the Superior Court.

# PRESENTATION OF THE APPLICATION

**TAKE NOTICE** that following the provisional roll call, the application will be presented in the Family Practice Division of the Superior Court, in room 3.21 of the Quebec City Courthouse (300 Jean-Lesage Boulevard in Quebec City), **on       20     , at 8:45 a.m.**, unless other modalities are applicable following the provisional roll call of the previous day (videoconference or telephone conference), or as soon as counsel can be heard.

# FAILURE TO APPEAR FOR THE PROVISIONAL ROLL CALL BY CONFERENCE CALL

**TAKE NOTICE** that if you wish to contest the application, you must participate in the provisional roll call by conference call. Failure to do so may result in a judgment being entered against you when the application is filed the next day, without further notice or delay.

# CONTESTING THE APPLICATION

**TAKE NOTICE** that in order to ready the case for trial and contest the application, you must have notified to the undersigned counsel and filed in the Court record, within at least five (5) days prior to the date of presentation of the application:

* the Child Support Determination Form (Appendix 1);
* your last year's provincial income tax return;
* the provincial notice of assessment for the previous year;
* three (3) recent pay statements;
* any other document that establishes your total income for the current year.

You will also need to provide a statement signed by you under section 444 *C.C.P.* as well as proof of attendance to the Information session on parenting after separation.

# FAILURE TO APPEAR AT THE HEARING DATE SCHEDULED DURING THE CONFERENCE CALL

**TAKE NOTICE** that if you do not appear before the Court on the hearing date set during the conference call, judgment may be entered against you without further notice or delay.

# OBLIGATIONS

## Collaboration

**TAKE NOTICE** that you have an obligation to cooperate with the other party, in particular by informing each other, at all times, of the facts and elements likely to promote a fair debate and by ensuring that you preserve the relevant evidence (section 20 *C.C.P.*)

## Dispute prevention and resolution processes

**TAKE NOTICE** that you must, before applying to the tribunal, consider the use of private dispute prevention and resolution processes which are, among others, negotiation, mediation or arbitration, for which the parties call upon the assistance of a third party (section 2 *C.C.P.*).

# AGREEMENT

**TAKE NOTICE** that in the event that an agreement is reached between the parties, the resulting agreement must be filed with the court offices before a Special Clerk or, if the agreement deviates from the Child support rules or concerns the division of patrimonial rights between *de facto* spouses, before a judge of the Superior Court in his or her chambers, together with the notice of presentation (form: Agreement SC/Judge).

# PLEASE ACT ACCORDINGLY.

Quebec City, this  20.

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Mtre.    
Counsel for    
E-mail:

Phone number: